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LETTERING IN BRITISH LITERATURE
FROM THE FIFTEENTH TO THE SEVENTEENTH CENTURY

BY
J. H. B. HARRIS

WITH ILLUSTRATIONS BY
J. H. B. HARRIS

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington D. C.

March 12, 1942

ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement A

Designation of Acting Administrators

Over the next few months we expect to develop an organization and procedures under which a greater share of the responsibility for carrying out our programs will be delegated to our field force. That means that all of us in Washington, if we expect to keep in touch with Agricultural Marketing Administration activities, must spend considerable time in the field. I myself hope to be in the field at least a third of the time. I am accordingly designating Dr. Gaumnitz to carry on the responsibilities of the Washington office at such time as I am absent during the period March 12 to September 30, 1942, and Mr. Kitchen during the period from October 1, 1942 to March 31, 1943. If both myself and Dr. Gaumnitz are absent during the first six month period Mr. Kitchen will serve as Acting Administrator. If both myself and Mr. Kitchen are absent during the second six month period, Dr. Gaumnitz will act in that capacity.


Administrator

THE HISTORY OF THE
CITY OF BOSTON
FROM 1630 TO 1800

By

JOSEPH NEALE

Author of

"THE HISTORY OF THE CITY OF BOSTON
FROM 1630 TO 1800"

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FROM 1630 TO 1800

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

March 20, 1942

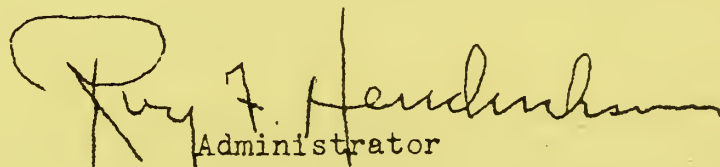
ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement B

Assignment of Chief of Marketing Reports Division

Effective March 16, 1942, Mr. Arthur C. Bartlett is designated Chief of the Marketing Reports Division. The functions of the Marketing Reports Division were outlined in Administrator's Memorandum No. 2, and will include supervision of an information section.

Mr. Bartlett has had varied experience as a successful editor and writer. Following his graduation from Bowdoin College in 1922, he served for seven years as reporter and special feature writer on many newspapers including farm journals. In 1929 he became managing editor of a well-known farm magazine and for the past five years has been a writer-critic of governmental affairs.


Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

March 30, 1942

ADMINISTRATOR'S MEMORANDUM NO. 3
Supplement C
Dehydration Program

Exceptional effort must be made to increase the number, quantity and quality of dehydration facilities and other plant facilities incident not only to Lend-Lease requirements but to filling other unusual requirements in connection with the war.

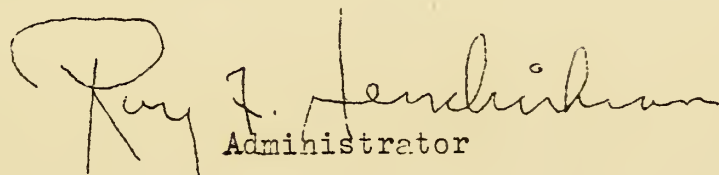
Accordingly, it is desirable and necessary to provide special administrative arrangements so that this program in all phases may be expedited, and the following delegations of responsibility are hereby outlined.

General overhead responsibility and authority of the administration for the program is hereby assigned to Ralph W. Olmstead, Assistant Administrator. The appropriate commodity branches are expected to supply all necessary technical assistance and advice, and each branch head is asked to designate a person or persons to act in his stead in connection with supplying advice and assistance in the planning and other phases.

To assist in carrying out this program and available for delegation of any and/or all of the responsibility or authority implied by this memorandum shall be the following:

Leon O. Wolcott, Assistant to the Administrator, full-time;
Porter Taylor, Assistant to the Administrator, part-time in addition to his other duties and responsibilities.
J. B. Wyckoff, Assistant to the Administrator, part-time in addition to his other duties and responsibilities.

As a basis for this memorandum, it is the conclusion that it will be necessary to increase greatly the dehydration and other facilities in the case of a considerable number of commodities. Cooperation with the Army, the Navy, the War Production Board, the Lend-Lease organization, Commodity Credit Corporation, and other organizations as necessary is implied as part of the responsibility and authority conferred by this memorandum.


Administrator

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BUREAU OF THE CENSUS
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U. S. DEPARTMENT OF COMMERCE

OFFICE OF THE DIRECTOR

WASHINGTON, D. C.

January 10, 1900

Sir,

I have the honor to acknowledge the receipt of your letter of the 9th inst.

and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,
Yours very truly,

Wm. C. Clegg

Director

Enclosure

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

April 1, 1942

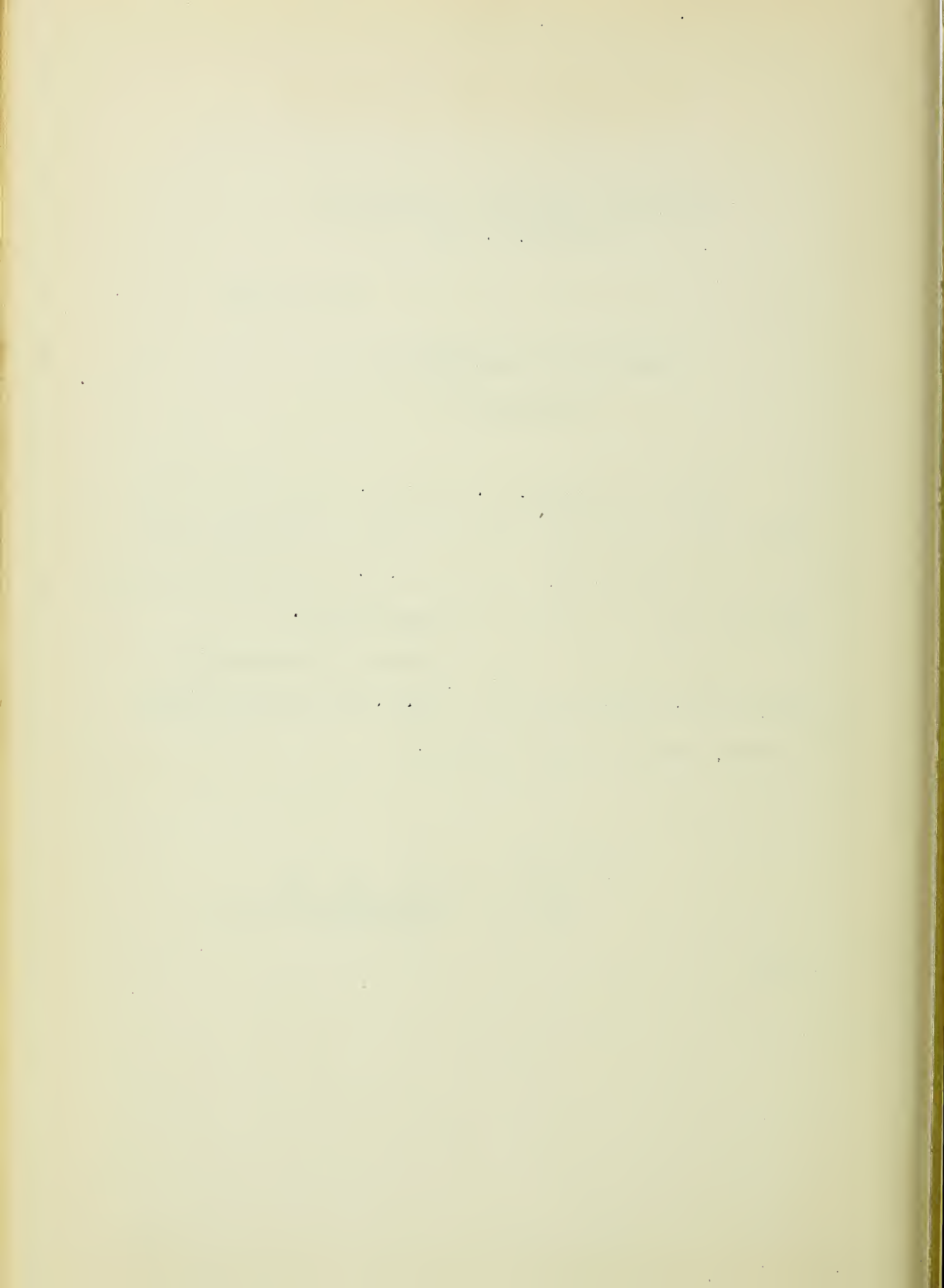
ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement D

Effective immediately, Mr. William G. Meal, Chief of the former Fruit and Vegetable Division of AMS, is designated Chief of the Fruit and Vegetable Branch and Mr. S. R. Smith is designated Assistant Chief of the Fruit and Vegetable Branch.

This designation of chief supersedes the designation in Administrator's Memorandum No. 3 of Mr. C. W. Kitchen as Acting in Charge, Fruit and Vegetable Branch.


Administrator



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

April 17, 1942

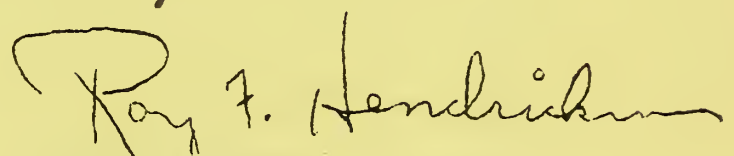
ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement E

Assignment of Chief of Personnel Division

Effective March 31, 1942, Mr. Frederick C. McMillen is designated as Chief of the Personnel Division. The functions of the Personnel Division were outlined in Administrator's Memorandum No. 2.

Mr. McMillen holds an A. B. degree from Whitman College, Walla Walla, Washington and an LL.B. degree from Georgetown University, Washington, D. C. Following five years' teaching experience, he entered the Federal Service in personnel work approximately seven years ago. He assumed the responsibilities of Chief of the Personnel Division of the Surplus Marketing Administration on October 1, 1941.


Administrator

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OF THE

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

April 29, 1942

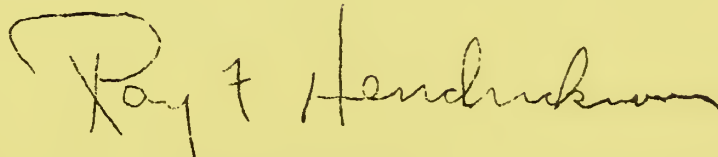
ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement F

Designation of Acting Chief of Investigations Division

Effective May 1, Mr. William H. Duggan, Assistant Chief of the Investigations Division, is designated Acting Chief.

This supplement supersedes the designation in Administrator's Memorandum No. 3 of Mr. Guy Hottel as Chief of the Investigations Division. Mr. Hottel is resigning to resume his activities with the Federal Bureau of Investigation.

A handwritten signature in dark ink, appearing to read "Roy F. Henderson". The signature is fluid and cursive, with a large initial "R" and a long, sweeping underline.

Administrator



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

May 1, 1942

ADMINISTRATOR'S MEMORANDUM NO. 3

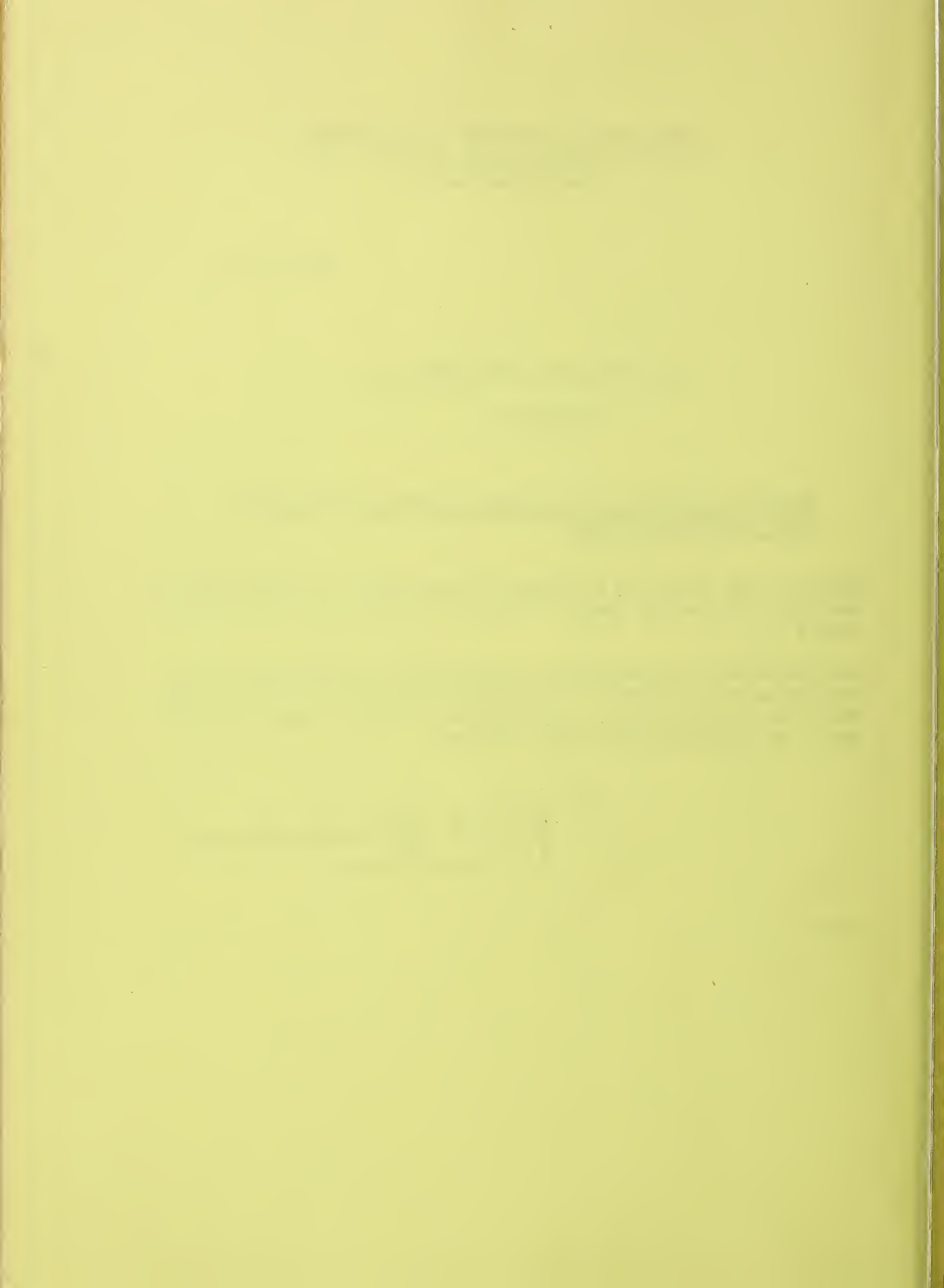
Supplement G

Designation of Mr. C. W. Kitchen as Acting Chief of the
Dairy and Poultry Branch

Effective May 1, Mr. C. W. Kitchen is designated as Acting Chief of the Dairy and Poultry Branch in addition to his duties as Associate Chief.

This supplement supersedes the designation in the Administrator's Memorandum No. 3 of Mr. E. W. Gaumnitz as acting in charge of the Dairy and Poultry Branch. Mr. Gaumnitz is transferring, effective May 1, to the Board of Economic Warfare.


Administrator



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

May 15, 1942

ADMINISTRATOR'S MEMORANDUM NO. 3

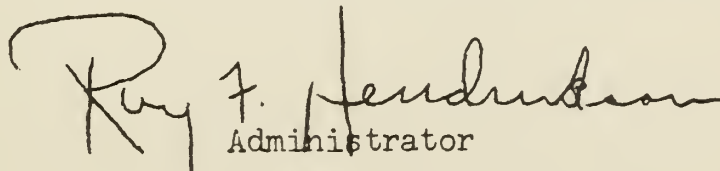
Supplement H

Designation of Mr. Otie M. Reed as Chief of the Program
Appraisal Division

Effective May 18, Otie M. Reed, Chief of the former Dairy Division of SMA, is designated Chief of the Program Appraisal Division.

This division, specific functions of which were outlined in Administrator's Memorandum No. 2, Supplement D, has an important role to play in assisting the other branches and divisions of the AMA to meet the agricultural marketing problems in the war and post-war periods. This division will supply a constant and thorough critical review and appraisal of our existing programs and their operations, and will develop plans to meet new and changing agricultural marketing problems.

Mr. Reed came to the Department from the University of California in 1933. Since that time he has been employed in the Dairy Division of the former SMA. For the past three years he has been in charge of that division.


Administrator

